

## Copyright and Fair Use in a Nutshell

1. If you link, you don't have to think – linking to a resource is always compliant with copyright and fair use because you are simply pointing students to the resource, not copying the content. This is the easiest way to incorporate Open Educational Resources (OERs), videos, and readings into your courses.

Tip: Ask your librarian about how best to add links to library resources in Canvas. Librarians can also assist you with finding OERs.

2. Attribution is always called for – just as we ask students to cite their sources, we should always cite ours.
3. It's good practice to credit creators of images (including photos, charts and graphs) as well. You can search for "open" images [here](#).

Tip: Even if you find an image in Creative Commons or another open collection, you should still verify the [license](#).

4. [Fair Use](#) depends on brevity and spontaneity – meaning you can't use too much, too often. If you are posting content that comprises less than 10% of a work or 2500 words (or 3 minutes for video), whichever is less, for one course, for one semester, you're complying with fair use. If you are uploading longer portions, more frequently – more than a chapter, or the same reading every semester, for example – you should ask your librarian about alternative readings or seek the copyright holder's permission to use the work.

Tip: You can always link to an entire work, rather than uploading or copying. Linking is always within fair use.

5. "Free stuff on the internet" isn't free of copyright. Copyright is granted by creating work; all content is someone's work. You can link to it, and if you see a [Creative Commons license](#), you may be able to use the content in other ways, with attribution.

Tip: You can email or call a copyright holder to ask permission to use their material in your course. A professor recently received permission from Great Courses to use components of one of their courses in Canvas, for free. There is also a [guide](#) for educators and librarians from the U.S. Copyright office.

6. Follett bookstores can assess copyright/fair use for the purposes of [printing](#) course readings – faculty can submit a reading or packet or readings to their campus bookstore if they wish to have such a collection printed and sold there. They do not advise faculty about copyright and fair use for online resources and readings in Canvas, nor for articles/packets that they will not be selling in the campus bookstore.

Tip: Check with your library to see if we already have access to your readings. You could then link to the reading (which would be free to students) and reduce the cost of your packet.